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WAR DEPARTMENT

PAMPHLET No. 38-1

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**STANDING OPERATING PROCEDURE
FOR DISPOSITION OF
UNSERVICEABLE PROPERTY
(REPARABLE OR NONREPARABLE)**

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WAR DEPARTMENT,
WASHINGTON, March 1, 1943.

Pamphlet No. 38-1, Standing Operating Procedure for Disposition of Unserviceable Property (Reparable or Nonreparable), is published for the information and guidance of all concerned.

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
*Major General,
The Adjutant General.*

PART I
GENERAL

PAMPHLET NO. 38-1

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CHAPTER 1. PURPOSE

1. The purpose of this manual is to publish to the field "standing operating procedures for the disposition of unserviceable property" as issued by the chief of service to which the property pertains. As used in this manual, the Army Air Forces are included as a supply service. This manual is issued for compliance by all establishments, installations, and individuals of the Army using War Department property, excepting War Department contractors furnished Government property for use in executing their contracts, and units in active theaters of operation so far as property accountability is concerned.

2. Through the media of this manual there is published to the field an index to pertinent references pertaining to technical manuals, bulletins, orders, circular letters, etc., as issued by the various supply services, outlining the procedure for the disposition of unserviceable property, that is, whether property in need of repair should be repaired and continued in service, or turned over to a salvage officer. This is not intended as a guide to salvage officers in the disposal of scrap materials, but is that action that is performed prior to disposal to a salvage officer for salvage purposes.

3. Distribution of this manual is to be made to all supply officers, repair installations of all echelons, and all other agencies or units using War Department property.

4. Nothing in this manual is intended to repeal, amend, or otherwise affect the provisions of Procurement Regulation No. 7.

CHAPTER 2. INSTRUCTIONS

1. Method of numbering.—*a.* This manual is divided into parts, chapters, and pages numbered as follows:

The part, first digit.

The chapter, second digit.

The page, third and fourth digits (preceded by a decimal point).

b. For example, "25.04" indicates—

20.00, part II.

25.00, part II, chapter V.

25.04, part II, chapter V, page 4.

2. Method of revising.—Changes in or additions to the manual will be effected by publication of new or revised pages; pages will be distributed ready for insertion in place of those being revised.

CHAPTER 3. BASIC REFERENCES

1. The following basic references are cited as providing the instructions and directives covering the control and disposition of unserviceable property:

a. Circular No. 75, War Department, 1943.

b. AR 35-6640, June 13, 1942, and changes. These Army Regulations cover the preparation of W. D., A. G. O. Form No. 15 (Reports of Survey), for property rendered unserviceable by means other than fair wear and tear, and when revised will contain instructions for the preparation of report of survey for property rendered unserviceable by means of fair wear and tear. W. D., I. G. D. Form No. 1 (Inventory and Inspection Reports) required by AR 20-35 are no longer to be used, as AR 20-35 is to be rescinded.

2. That part of existing War Department regulations or directives, and publications issued by chiefs of services which are in conflict with the basic references cited above, are rescinded. It should be borne in mind that all technical manuals, bulletins, orders, circular letters, etc., issued by supply services and referred to in this manual have been published prior to the date of this manual, and any references contained therein referring to inventory and inspection reports, lists of supervised property, and any requirements that disposition of property must be withheld pending approval from the chiefs of services are rescinded, *except as specifically provided herein.*

CHAPTER 4. BASIC INSTRUCTIONS

1. Definitions.—*a. Maintenance.*—Maintenance is the upkeep of property, machinery, or equipment, including repair and routine daily care such as cleaning, oiling, and adjustments.

b. Repair.—Repair is the mending or restoring to a sound or good state unserviceable or damaged items.

c. Renovation.—Renovation is the restoring of items to freshness or newness of appearance by cleaning, painting, or other similar processes.

d. Salvage.

(1) *Noun.*—Salvage is condemned, discarded, or abandoned property which has been taken over by a salvage organization.

(2) *Verb.*—Salvage is the saving or rescuing of condemned, discarded, or abandoned property and of materials contained therein, of which any use can be made.

e. Salvage includes—

(1) *Reclamation.*—Reclamation is the process which recovers, reclaims, or repairs salvaged articles or component parts thereof. Repairs in this case refers to reparable property that has been placed in salvage through error, or to battlefield salvage, regardless of condition, which because of contingencies of war is in the hands of a salvage organization.

(2) *Scrapping.*—Scrapping is the process which segregates or prepares salvaged articles or component parts thereof for the purpose of sale as scrap or waste material.

2. Disposition of unserviceable property (Reparable or non-reparable).—*a.* The disposition of unserviceable property, that is, whether it will be repaired and continued in service, or turned over to a salvage officer after the spare parts and other components have been removed, *will be determined by repair shops of various echelons operating under technical instructions furnished by the chief of service to which the property pertains.*

b. Property rendered unserviceable as a result of fair wear and tear that is considered beyond the repair facilities of local shops, will be delivered by the responsible officer to the appropriate supply officer for exchange, accompanied by a certificate stating that the property

has become unserviceable due to fair wear and tear. The supply officer-concerned will replace the unserviceable property with like serviceable items *whenever available*, and will normally ship the unserviceable property to the next higher repair echelon on a shipping ticket which is to be prepared and distributed in accordance with existing regulations. However, where it appears obvious to the supply officer that shipment to a higher echelon of repair is not to the best interests of the Government, in that the property is definitely beyond the state of repair, the unserviceable property will be removed from accountability and disposed of locally, provided this action is not specifically prohibited by the standing operating procedures for the disposition of unserviceable property as issued by the chief of service to which the property pertains. In instances where property may be repairable, but it is obviously not to the best interests of the Government to ship the property, the supply officer will call for an inspection of the property by a technical member of the next higher echelon of repair who will furnish disposition instructions.

c. Property that has been rendered unserviceable as a result of means other than fair wear and tear will be placed on W. D., A. G. O. Form No. 15 (Report of Survey), prepared in accordance with AR 35-6640, as amended. Upon completion of this action, such property will be disposed of under the same procedure as outlined for other unserviceable property for the determination of disposition. Replacement for the unserviceable property will be secured by requisition, containing a statement thereon that the property is required to replace unserviceable property placed on report of survey for determination of pecuniary liability, if any. Replacement for the unserviceable property will not be delayed pending determination of responsibility for the unserviceability.

d. Fixed repair facilities or shops will operate under standing operating procedures for the disposition of unserviceable property as issued by the chief of service to which the property pertains, and will normally determine the disposition of unserviceable property that has passed to their control. If, in the opinion of a receiving repair shop, unserviceable property should pass to a higher echelon of repair for disposition, the procedure outlined in *b* above will prevail.

e. Unserviceable property in the hands of a tactical maintenance unit for repairs, that is beyond the repair facility of that unit, will pass to the next higher maintenance echelon in the same manner as prescribed for a fixed shop. However, property considered as definitely beyond the state of repair by a tactical maintenance unit will be turned over to a fixed repair installation or an appropriate supply officer for exchange and for removal of accountability.

f. The removal of spare parts or other components from unserviceable property that has been removed from accountability will normally be performed by the repair echelon determining disposition *under policies issued by the chief of service.*

g. The removal of spare parts or other components by repair echelons does not relieve the salvage officer from performing other reclamation upon property turned in for salvage. The reclamation activities of the salvage officer will be such as to effect full utilization and use of any article or its component parts for a purpose other than that for which the article was originally intended or for any other purpose to the best interests of the Government. To perform this activity, the use of the facilities of repair shops of all services is authorized and directed as a secondary function of repair shops. In addition, it will be the responsibility of the salvage officer to return property that in his judgment is reparable to a repair echelon for reconsideration. The salvage officer will make available unserviceable property received for salvage for use as training aids, such as target materials, etc., to the extent required for training and other purposes. However, it will be incumbent upon the receiving agency to return such materials to a salvage officer for disposal, after serving the purpose of training aids.

h. Salvage, prior to and after being turned over to a salvage officer, will not be mutilated or marked excepting lethal weapons and aeronautical equipment which will be mutilated as prescribed by the Chief of Ordnance and the Commanding General, Army Air Forces, respectively.

i. Automotive equipment.—The exchange and repair of automotive equipment will continue as prescribed in AR 850-15.

j. Clothing and equipage.—The exchange and repair of clothing and equipage will continue as prescribed in AR 615-40.

PART II

STANDING OPERATING PROCEDURE FOR DISPOSITION OF UNSERVICEABLE PROPERTY AS PUBLISHED BY CHIEFS OF SERVICES

The following standing operating procedures have been established by the respective supply services. Each such service will be responsible for the maintenance of its respective section by forwarding revisions or alterations in such standing operating procedures, to The Adjutant General for publication, through the Assistant Chief of Staff for Operations, Services of Supply.

CHAPTER 1. STANDING OPERATING PROCEDURE— OFFICE OF THE QUARTERMASTER GENERAL

SECTION I

1. Clothing and equipage.—Disposition of unserviceable items of clothing and equipage is provided for in AR 615-40, except for the items listed below, which will be disposed of as indicated.

a. Unserviceable shoes.—All unserviceable shoes that cannot be repaired for return to the original wearer will be turned over to the salvage officer for disposition.

b. Unserviceable band instruments.

- (1) The repair and disposition of unserviceable band instruments will be made by the depots listed below, for the areas indicated. Shipment of unserviceable equipment to depots will be made only when repairs cannot be accomplished by the use of band repair tools furnished for that purpose.

<i>Depots</i>	<i>Areas</i>
Atlanta Quartermaster Depot.....	Fourth Service Command.
Chicago Quartermaster Depot.....	Fifth, Sixth, Seventh Service Commands, except Colorado and Wyoming.
Philadelphia Quartermaster Depot..	First, Second, Third Service Commands.
San Antonio Quartermaster Depot..	Eighth Service Command.
Utah Quartermaster Depot.....	Ninth Service Command and Colorado and Wyoming.

- (2) No instruments will be repaired or replaced by a new or repaired instrument if, in the opinion of the depot repair shop, repairs are not necessary. Instruments requiring repairs will be replaced by a new or repaired instrument or returned after repairs have been made.

2. Drums, steel, 55-gallon (except those marked "Property Air Forces U. S. Army").—Unserviceable Government-owned 55-gallon steel drums which, after repair and renovation, will be suitable for refilling with petroleum products will be turned in to points designated by the commanding officer of the installation concerned. Drums which will not be suitable for filling with petroleum products will be utilized where practicable for the shipment of pitch, tar, and

other products of such nature that the condition of the property shipped will not be affected by the former contents or condition of the drum. In general, the following types of drums are not suitable for filling with petroleum products:

- a.* Those that were filled with chemicals, paint, tarvia, etc.
- b.* Those with head seams so bent out of shape that a leak is evident.
- c.* Open top drums.

3. Machines, horse clipping.—Unserviceable machines, horse clipping, both electrically operated and hand operated, will be repaired by local repair shops, where practicable. Parts required for such machines may be obtained on requisitions submitted to the Chicago Quartermaster Depot. Such of the machines as are economically repairable will be repaired and returned to the shipping station. New machines will be issued by the Chicago Quartermaster Depot in lieu of machines, the condition of which does not warrant repair. Dull blades and blades with broken teeth, in every instance, will be forwarded to the Chicago Quartermaster Depot for resharpening and repair.

4. Ranges, field, M1937.—Unserviceable ranges, field, M 1937, will be maintained and repaired by Ordnance Maintenance Companies, as provided in section V, Circular 359, War Department 1942. When these items can no longer be economically repaired, they will be exchanged for like serviceable equipment and the unserviceable items will be turned in to salvage after serviceable component parts have been removed. Serviceable component parts will be retained by the Ordnance Maintenance Companies for repair purposes.

5. Saddles.

a. Unserviceable officers' saddles will be reclaimed in accordance with the policy outlined in AR 30-3040, as changed by C 1, February 15, 1939.

b. McClellan saddles which have been inspected and found unserviceable, due either to worn seats or damaged trees, will not be returned to the Jeffersonville Quartermaster Depot for repairs; such saddles will be salvaged at posts or stations, the serviceable leather and parts used for repair of like items.

c. All frames of saddles, Phillips Pack, both cargo and calvary, when in need of major repairs, will be shipped to the Jeffersonville Quartermaster Depot. None of these frames will be salvaged locally, but will be shipped to the Jeffersonville Quartermaster Depot for reclamation.

6. Typewriters and office machines.—Unserviceable typewriters and office labor-saving devices will be maintained and repaired by Government-operated repair facilities whenever possible. In the event that Government-operated facilities are not used, the contracts

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for this service, included in Supplements 2 and 4, Class 54, General Schedule of Supplies, will be utilized. When rebuilding is required to place equipment of this type in serviceable condition, commercial facilities will be utilized. When, in the opinion of the repair shop concerned, a machine is beyond economical repair or rebuilding, the usable parts will be removed and the balance turned in for salvage. In the event a machine is declared nonreparable by a commercial facility, it will be sent to the nearest Government-operated repair shop for reclamation of usable parts.

SECTION II

1. Detailed instructions for the further disposition of unserviceable property, turned in pursuant to section I, are furnished in OQMG circular letters and service command directives.

CHAPTER 2. STANDING OPERATING PROCEDURE— OFFICE OF THE CHIEF SIGNAL OFFICER

1. Disposition of unserviceable Signal Corps property, that is, whether it will be repaired and continued in service or turned over to a salvage officer after usable components have been removed, will be determined by repair shops of various echelons in accordance with the foregoing general instructions and by the following Signal Corps publications:

- a. Appendix "C" to the Signal Corps General Catalog (amended by OCSigO Supply Letter No. 159).
- b. OCSigO Circular 11-1.
- c. OCSigO Circular 11-2.
- d. Subsequent supply letters and general maintenance letters issued by the Chief Signal Officer.

CHAPTER 3. STANDING OPERATING PROCEDURE— OFFICE OF THE CHIEF OF ORDNANCE

1. Procedures to be followed in connection with disposition of ordnance property are outlined in the following ordnance publications:

a. Ammunition.

- (1) OFSB 3-3, Field Artillery and Field Mortar Ammunition.
- (2) OFSB 3-5, Small Arms Ammunition.

(Circular No. 80, War Department, 1939 is not affected by Circular No. 75, War Department, 1943, and continues in full force and effect.)

b. General supply—OFSB 2 and 4 series.—The existing series together with Technical Manuals and Technical Bulletins will be used as guides pending the early revision of OFSB's. Pending the revision of pertinent bulletins, all major items listed in Ordnance Standard Nomenclature Lists A-1, B-1, C-1, D-1, D-2, E-1, F-1, F-2, F-3, G-1, and all late model major items not published in these standard nomenclature lists, will be turned in to the Ordnance Field Service Depot supplying the station.

2. The provisions of Circular No. 75, War Department, 1943, and the above quoted references are construed to be not applicable to the disposal of unserviceable material and byproducts incident to manufacturing activities. Instructions affecting disposal of such unserviceable material and byproducts will continue as provided in "Procurement Regulations," section No. 7, and "Ordnance Procurement Instructions," Part 7 and amendments thereto.

3. The intent of the above quoted references is to place emphasis on the removal of serviceable parts and components which can be reused or reclaimed by the reclamation points throughout the various echelons of maintenance.

4. All instructions in conflict with the above issued by the Office of the Chief of Ordnance are rescinded.

CHAPTER 4. STANDING OPERATING PROCEDURE—OFFICE OF THE CHIEF OF CHEMICAL WARFARE SERVICE

1. Letter, dated August 15, 1942, file CWS 400/337, subject, "Maintenance of Chemical Warfare Service Matériel," outlines the policy for the repair of Chemical Warfare Service property.

2. Unserviceable property other than those items mentioned in paragraph 3, will be disposed of in accordance with existing regulations without prior approval of the Chief of Chemical Warfare Service. For disposition of gas masks, see paragraph 4.

3. Items requiring special handling.

a. (1) Repair parts required by stations for the following items of Chemical Warfare Service equipment are procured by requisition directly on Chemical Warfare Depots serving that area, in accord with letter from this office referred to in paragraph 1:

Apparatus, decontaminating, power driven.

Canister, collective protector (all types).

Laboratory, field, M1.

Mortar, chemical, 4.2-inch complete.

Plant, impregnating (all types).

Protector, collective (all types).

Set, equipment, maintenance and repair.

Sight, chemical mortar, 4.2-inch.

*Tractor, crane, M2.

*Trailer, chemical, handling, M2.

*Trailer, chemical, service, M1

*Truck, crane, with swing boom, M1.

*Trailer, ordnance, M7.

*Truck, tank, oil, 750-gallon.

Generator, smoke, mechanical, M1.

*Truck, chemical service, M1.

(2) Repairs on items listed above that are *beyond* station facilities or are of such nature as to warrant *further* repair uneconomical, should be immediately reported for disposition to Chief, Chemical Warfare Service, War Department, Gravelly Point, Va. (Attention:

* Except the chassis, which is maintained by the Ordnance Department.

Supply Branch) by appropriate means of communication. Full report is required and should include description of present condition of item involved and estimate of repairs required. Arrangements will then be made without delay by the Office, Chief, Chemical Warfare Service, to have repairs accomplished commercially, or at other Army installations or take such other action as is deemed appropriate.

- b. Special expendable items.*—The following list of expendable matériel in station stocks or depots will not be disposed of on reports of survey until results of analyses of laboratory samples from each lot number have been obtained from the Office, Chief, Chemical Warfare Service, War Department:

Impregnite, shoe.
Ointment, protective.
Agent, noncorrosive.
Impregnite, I.

4. Disposition of unserviceable gas masks.—Gas masks of all types that are beyond the repair facilities of a station will be shipped to the nearest Chemical Warfare Depot for repairs or other disposition. Shipping tickets, accompanied by the certificate of fair wear and tear as executed by the responsible officer, transferring this property to a depot, will be marked "Gas Mask, unserviceable, beyond local repairs." Unserviceable gas masks will not be forwarded to depots until post property officers have determined by actual inspections of each mask, that required repairs are definitely beyond existing or authorized station facilities.

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CHAPTER 5. STANDING OPERATING PROCEDURE— OFFICE OF THE CHIEF OF TRANSPORTATION

The Transportation Corps has no manuals governing disposition of unserviceable property. All disposition instructions are therefore contained in Circular No. 75, War Department, 1943, as supplemented by the procedure set forth below.

SECTION I

RAILWAY EQUIPMENT

1. The following property must be conserved and when unserviceable requires special handling:

- a.* Locomotives (all types and gages).
- b.* Railroad rolling stock (all types and gages).
- c.* Locomotive cranes (all types except caterpillar tread).

2. Property rendered unserviceable as the result of fair wear and tear will be cared for under normal operating maintenance. The class of repair of the railroad equipment listed in paragraph 1 is designated as follows:

Class 1. New boiler or new back end. Flues new or reset.
Tires turned, or new.

General repairs to machinery and tender.

Class 2. New firebox, or one or more shell course, or roof sheet.
Flues new or reset.
Tires turned or new.

Class 3. Flues all new or reset (superheater flues may be excepted).
Necessary repairs to firebox and boiler.
Tires turned or new.

General repairs to machinery and tender.

Class 4. Flues full set, new.
Light repairs to boiler or firebox.
Tires turned or new.
Necessary repairs to machinery and tender.

Class 5. Tires turned or new.
Necessary repairs to boiler, machinery, and tender, including one or more pairs of driving shell bearings refitted.

3. Commanding officers of posts, camps, and stations will perform repairs of class 5 only and cost will be borne from funds allotted. All other classes of repairs are considered major and will be authorized by the Chief of Transportation.

4. Upon the receipt of notification that the property listed above requires repairs (except class 5) or other disposition, the Chief of Transportation will issue appropriate instructions relative to the shipment of such unserviceable property to established repair shops or will issue other disposition instructions. This class of property when worn out through fair wear and tear will *not* be placed on a report of survey for disposition without prior approval of the Chief of Transportation.

SECTION II

MARINE EQUIPMENT

1. Unserviceable property pertaining to Army transports based in the continental limits of the United States will be disposed of as follows:

a. The authority of the Chief of Transportation will be obtained before any of the following classes of articles of public property which has been rendered unserviceable or has become obsolete is placed on report of survey for final disposition:

- (1) Navigation instruments and equipment.
- (2) Boats and floating equipment of all kinds.
- (3) Deck department machinery.
- (4) Engine department machinery and instruments.
- (5) Steward's department mechanical equipment, such as electric bake ovens, dough mixers, cutters and like articles.
- (6) Machine shop equipment, such as lathes, drill presses, and like articles.
- (7) Material handling equipment, such as cranes (not to include miscellaneous gear, such as hooks) including all mobile units except hand trucks and 2-ton or less trailers.

b. All other property pertaining to Army transports which has become unserviceable through fair wear and tear will be disposed of as follows:

- (1) The heads of departments (responsible officers) will prepare "Repair lists" for presentation to the Office of the Superintendent, Army Transport Service, at the home port of the vessel, listing thereon all property in need of repair, excepting such property that is obviously not to the best interest of the Government to be repaired. This

- "Repair list," after approval by the master of the vessel, will be turned over to the ship transportation officer or transportation agent for submission to the Office of the Superintendent, Army Transport Service, for action.
- (2) The Office of the Superintendent, Army Transport Service, will consult with the repair shops to determine whether the property as listed on the "Repair lists" should be repaired.
 - (3) Property determined as beyond repair will be disposed of by the ship transportation officer or transportation agent as provided in paragraph 7j, Circular No. 75, War Department, 1943.
 - (4) Unserviceable property, worn out through fair wear and tear, not listed on the "Repair lists" due to the fact that the responsible and accountable officers consider such property beyond a state of repair, to the best interest of the Government, will be disposed of as provided in (3) above.
 - (5) The unserviceable property will be turned over to the salvage officer at the base instead of to a supply officer after action has been taken on the report of survey and replacement will be secured by requisition in the usual manner.

2. Unserviceable property pertaining to the interisland transports and the Harbor Boat Service will be disposed of as follows: The procedure as outlined in paragraph 1 will apply for disposition of unserviceable property pertaining to the interisland transports and the Harbor Boat Service, with the exception that the authority of the Chief of Transportation as provided in paragraph 1a will not be necessary for property on boats stationed outside the continental limits of the United States. This authority will be secured from the commanding general of the department or base command to which these boats are assigned.

3. The disposition of unserviceable pier equipment and property pertaining to the marine repair shop and other shore facilities will be similar to that outlined in paragraphs 1 and 2.

4. Reports of survey will be prepared, in accordance with AR 35-6640, by the accountable officers for property rendered unserviceable from causes other than fair wear and tear and action taken, as provided in paragraph 7d, Circular No. 75, War Department, 1943.

5. Repair of property and equipment for vessels and shore facilities will be performed by the marine repair shop so far as practicable.

CHAPTER 6. STANDING OPERATING PROCEDURE— OFFICE OF THE SURGEON GENERAL

1. The following procedure, in connection with disposition of un-serviceable Medical Department equipment, will prevail.

2. Medical Department repair will be accomplished at the two following levels:

a. The *first level* is the post medical supply officer.

b. The *second level* is the Medical Repair Section, Chicago Quartermaster Depot, 251 East Grand Avenue, Chicago, Ill.

3. **Disposition and action by first level on unserviceable Medical Department equipment.**—*a.* Repair by local post medical repair shops.

b. Repair by other post repair shops namely, Quartermaster, Ordnance, Signal; etc.

c. Arrangement for repair by civilian facilities, such as local shops, or return of equipment to manufacturer for repair.

d. *Shipment to second level.*—Unserviceable property beyond the repair facilities of the first level will be shipped to the second level. Prior to the shipment of unserviceable Medical Department equipment that cannot be repaired by the first level, the post medical supply officer will exercise judgment to ascertain that the shipment is to be the best interests of the Government. Where the cost of repairs exceeds 50 percent of the value of the equipment (see par. 8, AR 40-1705), he will contact the distribution depot for authority and shipping instructions for shipment to the second level. If, in the opinion of the distribution depot, the disadvantages outweigh the advantages, shipping will not be made and the unserviceable equipment will be disposed of by report of survey.

e. *Disposal by report of survey.*—Unserviceable Medical Department equipment which has no further repair value, or is beyond repair, will be disposed of on a report of survey. After approval of survey, the *first level* will dismantle all serviceable parts from the condemned equipment. He will catalog them, listing the model, year, make, serial number (if any), manufacturer, Medical Department Catalog number, and nomenclature. These serviceable parts will be shipped on a memorandum shipping ticket to the *second level*, the container or package to bear the following notation: "Reclaimed Spare Parts." The skele-

ton of the condemned equipment will be turned over to the post salvage officer with a copy of the approved report of survey, for his disposition.

4. Within the meaning of this directive, only technical items of Medical Department equipment will flow through the *second level*. These are listed in the Medical Department Supply Catalog as follows:

Class 3. Surgical instruments, miscellaneous diagnostic appliances.

Class 4. Laboratory equipment.

Class 5. Dental equipment and appliances not heretofore declared obsolete.

Class 6. X-ray equipment and appliances not heretofore declared obsolete.

Class 7. Miscellaneous hospital equipment, *except* items such as sheets, blankets, mattresses, pillows, etc., beds, furniture, equipment fabricated from wood, and equipment declared obsolete. These exceptions will be repaired locally and will not be shipped to the second level. If not repairable they will be disposed of on a report of survey.

Class 8. Veterinary equipment.

Class 9. Field equipment *except* blankets, beds, equipment fabricated from wood, and equipment declared obsolete. Exceptions will follow procedure as outlined in *class 7*.

The principles enunciated apply to nonstandard as well as standard unserviceable medical equipment.

5. *The second level* is the Medical Repair Section, Chicago Quartermaster Depot, 251 East Grand Avenue, Chicago, Ill.

a. The following action will be taken with unserviceable Medical Department equipment received from the *first level*:

- (1) Repair in depot shop.
- (2) Repair by civilian agencies.
- (3) Make final disposition by report of survey of unserviceable Medical Department equipment which cannot be repaired.
- (4) After approval of report of survey, remove all usable spare parts.

b. In addition to *a* above, it will be the responsibility of the Medical Repair Section, Chicago Quartermaster Depot to—

- (1) Establish a parts equipment section for these usable spare parts.
- (2) Act as adviser to the *first level* on matters pertaining to disposition of unserviceable Medical Department equipment.

(3) Control the flow of unserviceable Medical Department equipment being shipped to the *second level* by direct communication with the *first level*.

(4) Disposal of scrap to a salvage officer in conformity with existing regulations.

6. Shipping instructions.—Unserviceable Medical Department equipment shipped to the *second level* will be properly labeled, showing catalog number, name, unit, and quantity. Packing slip to accompany all shipments. Container to be addressed to Medical Repair Section, Chicago Quartermaster Depot, 251 East Grand Avenue, Chicago, Ill. The words "FOR REPAIR" plainly marked or stenciled on the container.

7. Accountability.—Unserviceable Medical Department equipment shipped to the *second level* will be by shipping ticket, and will be sent as a debit voucher to the consignee. Shipping tickets to bear the notation "equipment listed hereon has been rendered unserviceable while in the Government service, but fit for repair." A stock record account, separate from the Medical Section, Chicago Quartermaster Depot, will be created to show equipment on hand. Repaired Medical Department equipment will be *shipped* by the second level to the Medical Section, Chicago Quartermaster Depot, Chicago, Ill., on a shipping ticket. Notation on shipping ticket to read "the equipment listed hereon has been repaired and is now fit for further service in the Medical Department."

8. All component parts removed from condemned Medical Department equipment will be considered expendable within the meaning of paragraph 1a(2), AR 35-6620.

9. Supervised items of Medical Department equipment.—The instructions contained in Paragraph 3b, Introduction to Medical Department Supply Catalog 1942, reference supervised items and their submission to The Surgeon General's Office for disposition, are hereby rescinded.

10. *The first and second levels* are encouraged to go beyond the 50 percent repair value on unserviceable Medical Department equipment.

11. Jurisdiction.—The Medical Repair Section, Chicago Quartermaster Depot will be under the jurisdiction of The Surgeon General's Office.

12. Every effort must be made by both the *first and second levels* to keep all Medical Department equipment in a serviceable and workable condition. Conservation is essential due to the critical need for all Medical Department equipment.

CHAPTER 7. STANDING OPERATING PROCEDURE— CORPS OF ENGINEERS

SECTION I

TROOP EQUIPMENT

1. Engineer troop equipment rendered unserviceable by fair wear and tear will be disposed of in accordance with part I and the special instructions below.

a. The following articles or classes of property will require special handling:

- (1) Searchlights, all types, including power plants and major components thereof.
- (2) Barrage balloons.
- (3) Heavy construction equipment, special purpose motorized equipment, surveying instruments (transits, levels, and similar articles) and electric generators.

b. Organizational commanders will—

- (1) Avail themselves of the advice of engineer master mechanics.
- (2) Arrange for local repair by commercial facilities or by a neighboring engineer heavy shop company or engineer maintenance company.
- (3) Turn in articles considered beyond repair facilities of local repair shops or engineer shop companies to the engineer property officer of the post, camp, or station for replacement.

c. Engineer property officers will—

- (1) Make replacement from stock of other than controlled items if available, or requisition on appropriate depot. Replacement of controlled items will be effected only by requisition on depots.
- (2) Refer unserviceable searchlights and barrage balloons to the Office, Chief of Engineers for disposition.
- (3) Ship unserviceable surveying equipment to the Engineer Supply Officer, Columbus Quartermaster Depot for repair and reissue or reclamation action.

- (4) Ship all other unserviceable articles listed in paragraph 1a and controlled items not listed in paragraph 1a, to the nearest engineer depot or to the engineer section of the nearest quartermaster depot, which will repair and reissue or perform reclamation action.
 - (5) Dispose of all other unserviceable property, not covered above, in accordance with part I.
2. The instructions given in paragraph 1 apply to service commands and oversea departments.

SECTION II

MATERIALS AND EQUIPMENT AT CONSTRUCTION PROJECTS

1. **Action by area engineer.**—*a.* Unserviceable property beyond the local repair facilities of the area engineer will be shipped or referred to the division engineer as provided in paragraph 7e and f, Circular No. 75, War Department, 1943. Hand tools, if not repairable locally, will be examined carefully to ascertain that their shipment to the division engineer is to the best interests of the Government.

b. Where it is obviously not to the best interests of the Government to ship unserviceable property to the repair facilities under the division engineer, the area engineer will remove the property from accountability as provided in paragraph 7j, Circular No. 75, War Department, 1943. Reports of survey listing power-driven tools and equipment will be referred to the division engineer for approval and final disposition. Reports of survey on hand tools, when approved by the area engineer, will be turned over to a salvage officer who will operate under instructions issued by The Quartermaster General.

2. **Action by division engineer.**—*a.* Unserviceable property shipped to the division engineer for repair will be rebuilt in area and field project shops, together with local commercial facilities, either for continued use on said project or other projects now under construction or for disposition elsewhere. Wherever possible, full use will be made of division parts pools for rebuilding or repairing equipment.

b. Unserviceable property shipped to the division engineer that is not considered repairable in the best interests of the Government will be removed from accountability by the division engineer as provided in paragraph 7f, Circular No. 75, War Department, 1943. It may be found highly impractical to immediately rebuild one usable piece of equipment from several unserviceable similar models removed from accountability, but, at the same time, these items will contain

many serviceable parts which will be withdrawn and placed in the division parts pool. Such replacement parts will be removed from the division parts pool only for Government-owned equipment or contractor-owned equipment on war projects under the supervision of the Corps of Engineers.

3. Items of unserviceable river and harbor and flood control property will be disposed of in accordance with the instructions contained in chapter IX of Corps of Engineers Orders and Regulations.

SECTION III

REAL PROPERTY AND POST ENGINEER PROPERTY

1. Unserviceable buildings or improvements (real estate) may be disposed of in accordance with the provisions of chapter VI, section 5, of the Corps of Engineers, Real Estate Manual or AR 100-63, except that W. D., A. G. O. Form No. 15, (Report of Survey), will be used in lieu of W. D., I. G. D. Form No. 1 (Inventory and Inspection Report). This procedure constitutes a departure from the general provisions of Circular No. 75, War Department, 1943.

2. All post engineer property, except unserviceable buildings or improvements, will be disposed of in accordance with the Services of Supply, Corps of Engineers, Repairs and Utilities Property Manual.

CHAPTER 8. STANDING OPERATING PROCEDURE— ARMY AIR FORCES.

1. Unserviceable property having been determined as reparable by the engineering officer at a depot or subdepot will be repaired and continued in service in accordance with Army Air Forces Technical Orders and directives issued by the Commanding General, Air Service Command.

2. Unserviceable property having been determined as nonreparable by the engineering officer at a depot or subdepot will be disposed of as follows:

a. Equipment having further value to the Army Air Forces for use as instructional equipment will be transferred to Classification 26 in accordance with Army Air Forces regulations.

b. Nonreparable property which has no value as instructional equipment will be dropped from accountability and turned over to the nearest salvage officer in accordance with AR 30-2145 excepting as follows: Specialized Army Air Forces materials such as parachute silk scrap, nylon scrap, nonreparable aluminum propeller blades, sodium filled exhaust valves, plastics, and other specialized materials which will be announced from time to time will not be turned over to the nearest salvage officer but will be shipped to assembly points as designated by the Commanding General, Air Service Command.



